Application Form



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| The Trust is legally required to carry out a number of pre-appointment checks which are detailed in the Trust's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the Trust can comply with those legal obligations should your application be successful. In order to be considered for a position at the Trust, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the Trust may carry out online searches on applicants as part of the shortlisting exercise (see the Trust's Recruitment, selection and disclosure policy and procedure for further information). | |
| Position applied for: |  |

| Section 1: Personal details | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forenames: | Surname: | | | | |
| Date of birth: | | Former name: | | | | |
| Preferred name: | | | | |
| Teacher registration number (if applicable): | | National Insurance number: | | | | |
| Address: | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | | |
| Are you eligible for employment in the UK? | | | Yes |  | No |  |
| Emergency Contact:  Name:  Relationship to Applicant: | | | Emergency Tel: | | | |
| Do you have Qualified Teacher status? | | | Yes |  | No |  |
| Have you read the Trust's child protection policy?  [ddt-child-protection-and-safeguarding-policy-sept-2022-2.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.deaf-trust.co.uk%2Fmedia%2Fdlacbg0l%2Fddt-child-protection-and-safeguarding-policy-sept-2022-2.docx&wdOrigin=BROWSELINK) | | | Yes |  | No |  |

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| Section 2: Details of online profile |
| Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * **the social media platforms on which you have accounts;** * **the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;** * **any websites you are involved with, in or featured on or named on; and** * **any other publicly available online information about you of which the Trust should be made** aware.   If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.  You are not required to provide account passwords or to grant the Trust access to private social media accounts.  If you are not shortlisted for the role, online searches will not be carried out on you. |
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| Section 3: Prohibition from teaching, prohibition from management and disqualification from providing childcare |
| The Trust is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.  The Trust is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the Trust:   * Head; * teaching posts on the senior leadership team; * teaching posts which carry a departmental head role; * support staff posts on the senior leadership team;   The Trust is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:   * all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.  The declaration at Section 14 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact Human Resources.  The Trust will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form. |

| Section 4: Education  Please start with most recent | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of  School/college/university | Dates of attendance | | | Examinations | | | |
|  |  | | | Subject | Result | Date | Awarding body |
|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
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| dd / mm / yy | | |  |  |  |  |
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| dd / mm / yy | | |  |  |  |  |
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| Section 5: Other vocational qualifications, skills or training  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | |
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| Section 6: Employment | | | | | | |
| Current / most recent employer: |  | | | | | |
| Current / most recent employer's address: | | | | | | |
| Current / most recent job title: |  | | | | | |
| Date started: | Date employment ended (if applicable): | | Current salary / salary on leaving: | | | |
| Do you / did you receive any employee benefits? | | Yes | |  | No |  |
| If so, please provide details of these: | | | | | | |
| Reason for seeking other employment: | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | |

| Section 7: Previous employment and / or activities (including voluntary work) since leaving secondary education  Please continue on a separate sheet if necessary | | | | | |
| --- | --- | --- | --- | --- | --- |
| Dates | | | Name and address of employer | Position held and / or duties | Reason for leaving |
| From: | | |  |  |  |
| dd / mm / yy | | |
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| To: | | |
| dd / mm / yy | | |
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| From: | | |  |  |  |
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| To: | | |
| dd / mm / yy | | |
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| Section 8: Gaps in your employment  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. | | | | | |
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| Section 9: Interests  Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the Trust for the purposes of enriching its extra-curricular activity. |
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| Section 10: Suitability  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| Section 11: Disclosure and Barring Service checks, criminal record and Children's Barred List. |
| Please be aware that the Trust applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the Trust which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the Trust is conditional upon the Trust being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the Trust will be handled in accordance with any guidance and / or code of practice published by the DBS.  The Trust will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the Trust to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at Section 14 of this Form therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the Trust. Instead, the Trust will assess each case on its merits and with reference to the Trust's objective assessment criteria set out in the Trust's 'Recruitment, selection and disclosure policy and procedure. |

| Section 12: References  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The Trust intends to take up references on all shortlisted candidates before interview. The Trust reserves the right to take up references from any previous employer.  If the Trust receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the Trust may take up references from your overseas employers.  If the Trust feels it is necessary to take up additional references for any reason we will contact you to discuss this before approaching any party for an additional reference.  The Trust may also telephone your referees in order to verify the reference they have provided.  The Trust treats all references given or received as confidential which means that you will not usually be provided with a copy. | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Referee 1 | | | | Referee 2 | | | |
| Name: | | | | Name: | | | |
| Organisation: | | | | Organisation: | | | |
| Address:  Email address: | | | | Address:  Email address: | | | |
| Telephone number: | | | | Telephone number: | | | |
| Occupation: | | | | Occupation: | | | |
| May we contact prior to Interview? | | | | May we contact prior to interview? | | | |
| Yes |  | No |  | Yes |  | No |  |

| Section 13: Recruitment and use of information |
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| It is the Trust's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the Trust's 'Recruitment, selection and disclosure policy and procedure' (which includes the Trust's Policy on the recruitment of ex-offenders'), and 'Child protection policy’ is available on request.  If your application is successful, the Trust will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please see our Information and Records Retention Policy for information on how long we keep your personal data.  How we use your information  Information on how the Trust uses personal data is set out in the Trust's Privacy Notice, which can be found the last two pages. |

| Section 14: Declaration | | |
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| * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children ⬜ * I confirm that I am not prohibited from carrying out 'teaching work' ⬜ (do not tick this box if the role for which you are applying does not involve 'teaching work') * I confirm that I am not prohibited from being involved in the management of an independent school ⬜ (do not tick this box if the role for which you are applying is not a management role) * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight ⬜ (do not tick this box if the role for which you are applying does not involve the provision of 'childcare') * I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly withheld any information. ⬜ * I confirm that the information I have given on this application form is true and correct to the best of my knowledge ⬜ * I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence ⬜ | | |
| Signed: |  |  |
| Date: |  |  |
|  |  |  |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the Trust will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 14. | | |

**Privacy Notice (How we use staff information)**

**Categories of information we hold and share**

* personal information (such as name, employee or teacher number, national insurance number)
* special categories of data including characteristics information such as gender, age, ethnic group
* contract information (such as start dates, hours worked, post, roles and salary information)
* work absence information (such as number of absences and reasons)
* qualifications (and, where relevant, subjects taught)
* DBS check results
* Vehicle registration numbers, CCTV images and electronic door access information
* Internet, telephone and other IT access logs
* Emails
* Educational management system entries, teaching progress reports, etc

**Why we collect and use this information**

We use data to:

* enable the development of a comprehensive picture of the workforce and how it is deployed
* inform the development of recruitment and retention policies
* enable individuals to be paid
* Keep our environment safe
* Conform with the Government’s Prevent Strategy
* Monitor resource usage in order to plan for the future and maintain system security.
* Communicate within our organisation and with external partners.
* Manage and monitor and report upon learner progress.
  1. **The lawful basis on which we process this information**

Legal obligation under PAYE tax laws.

Contractual obligations under terms of employment.

Vital interests in keeping our premises safe and secure.

**Collecting Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

**Storing Information**

Personnel records are kept for 7 years. Record of employment.

Payroll information is kept for 7 years to satisfy Inland Revenue Tax regulations.

Vehicle registration numbers are kept for the duration of employment.

CCTV images are kept for 30 days, unless there is a specific request to make copies of an incident.

Internet access logs are kept for 3 months.

Telephone and IT access logs are usually kept for no longer than 1 year

Email is kept for 7 years.

Learner records are kept for 7 years.

**Sharing Information**

We routinely share this information with:

* Inland Revenue - for the purpose of PAYE and National Insurance
* Pensions Authorities - to pay pension contributions
* Banks - to pay salaries
* Disclosure and Barring Service (DBS) - to check suitability to work with children

**Subject Access Requests**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Patrick Biggs, Data Protection Officer, Doncaster Deaf Trust.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

* 1. **Further information**

If you would like to discuss anything in this privacy notice, please contact:

Patrick Biggs

Data Protection Officer

Doncaster Deaf Trust

Leger Way

Doncaster

DN2 6AY